

Surplus Property Team Standard Operating Procedures

Job Title: Warehouse worker (Lori Potter)

Job Summary: Performs compliance and eligibility of excess property. Provides customer service. Maintains inventory control including filing. Performs excess property screening.

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Quarterly (Q), Yearly (Y), and as Needed (AN)

- Process paperwork related to the 123 forms from incoming faxes. This involves issuing, approving and receiving. (D)
- Make shipping arrangements for incoming excess property. (D)
- Help customers in the warehouse or at the window. As well the PUO answers incoming phone calls and questions relating to Federal property processes, eligibility, and compliance. (D)
- Log compliance items. A copy of the invoice is put in a separate file. (D)
- Enter invoices from the previous day into a designated Excel spreadsheet. This information is used to run the 3040 report monthly and quarterly. (D)
- Forward the federal property activity information to the PUO that generates and updates the Surplus property weekly report. The information reported weekly includes: a summary of all federal property received, a summary of the donations received, an inventory list, the total number of customers that purchased federal property, total revenue received, and total amount of screening time that includes both computer screening and physical screening for the three federal PUO's. (W)
- Perform compliance functions at governmental agencies where excess property with compliance issues is being used. This duty includes tracking incoming and outgoing property, making physical inspections of compliance property, as well as updating files that document the compliance visits. (M)
- Compile and send the "3040 Report" to the General Services Administration (GSA). (M)
- Compile and send the "Shortage/Overage Report" to GSA. (M)
- Update and maintain a list of agencies eligible to receive excess property through the State Office for Excess Surplus property. This includes helping new agencies become eligible and following up to reinstate eligibility for agencies whose eligibility has lapsed. (M)
- Compile and send the "Homeless Report" and the "Homeless Agency Report" report to GSA. (Q)
- Compile and send the "Weapon Acquisition Report" to GSA. (Q)
- Coordinate the renewal of screener cards for excess Warehouse workers at the Surplus Property site in Draper. (Q)

- Send “Put Into Use Forms” out to the appropriate governmental agencies. Returned forms are filed by the PUO. (Q)
- Compile and send a report to GSA that outlines what excess property schools received during the previous year. The report details how the excess property that came to the Draper site was divided in an equitable way to all the school districts in the State. (Y)
- Assist the Small Business Administration reconcile their report to GSA. (Y)
- Compile and send the “Air Compliance Report” to GSA. (Y)
- Function as a backup to other Federal Warehouse workers at the Draper site. This includes receiving, counting, pricing, and labeling incoming excess property among other duties. (AN)
- Compile and send the “Abandonment/Destroy Report” to GSA. (AN)
- Compile and send the “Return to Base Report” to GSA. (AN)
- Coordinate the LESO program. The PUO must keep the data sheets current so that law enforcement agencies are able to receive property at a higher screening level. In addition it is the responsibility of the person in this position to work with people in the LESO program at Rock Island on weapon acquisitions for law enforcement. All DLEA property must be reconciled and filed. A hard copy of the file must be maintained at the Draper site for inspection purposes. (AN)
- Function as a back-up cashier when the PUO primarily responsible to help customers is away from the window. (AN)
- Input information to the PLUS system related to overseas property received. As well the PUO may count, mark, and place goods on the warehouse floor for customers to look at. (AN)
- Perform physical screening, computer screenings, and arrange for the shipment of property. (AN)
- Coordinate auctions of excess surplus property. This includes pulling property off the shelf, putting it in “lots” and coordinating the paperwork process and approval with GSA. (AN – Or every nine months)

Important processes I am responsible for or part of?

- Physical and computer screening process (See the attached flowcharts titled “Physical Screening and “Computer or Electronic Screening”)

Quality control reports I run: Daily (D), Weekly (W), Monthly (M), and Yearly (Y)

- The details of the information submitted for Surplus Property weekly report from the Federal Program is provided by the PUO. (W)

Person that backs me up when I am on vacation or sick?

- The other two federal Warehouse workers